

Routines for staff and detainees

When to use this procedure

Use this procedure to assist development, implementation and review of routines for detainees/ staff in a centre. This includes general centre routines and unit/ program specific routines.

Routines will vary between centres, and between units within centres. This is dependent on centre's level of security, environment and characteristics of detainee population (e.g. age, gender, legal status).

Before using this procedure

First time using this procedure? See and understand:

- [Duty of care](#)
- [Purpose of routines](#)

Start using this procedure

Your responsibilities

Find your role. Find what you need to do.

Role	When required	Responsibilities
All staff	Always	All staff steps
Unit Manager	Always	Unit Manager steps
Centre Manager	Always	Centre Manager steps
Assistant Manager (G)	Always	Assistant Manager (G) steps
Assistant Manager (CS)	Always	Assistant Manager (CS) steps
Regional Director/Assistant Regional Director	Always	Regional Director/Assistant Regional Director steps

Procedural steps

Role	Responsibilities
<p>Assistant Manager (G)</p>	<p>1. Ensure routines are developed, implemented, reviewed and accessible to all DJJ centre staff.</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>Review of routines</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <ul style="list-style-type: none"> ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] <p>[Redacted]</p> <ul style="list-style-type: none"> ■ [Redacted] ■ [Redacted] ■ [Redacted]
<p>Assistant Manager (CS)</p>	<p>People you need:</p> <ul style="list-style-type: none"> • Assistant Manager • Unit Manager • Program providers <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>

<p>Unit Manager</p>	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
<p>All staff</p>	<p>People you need:</p> <ul style="list-style-type: none"> • Assistant Manager • Unit Manager <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
<p>Centre Manager</p>	<p>Approval for routines</p> <p>People you need:</p> <ul style="list-style-type: none"> • Regional Director / Assistant Regional Director <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
<p>Regional Director / Assistant Regional Director</p>	<p>Approval for routines</p> <p>People you need:</p> <ul style="list-style-type: none"> • Centre Manager <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>

References

Related procedures

- [Visit by family or significant other](#)
- [Visit by legal representative](#)
- [Visit by police](#)
- [Visit by contractors](#)
- [Admissions](#)
- [Alarms](#)
- [Dangerous items](#)
- [Keys](#)
- Room checks
- [Supervision of detainees](#)
- [Case management](#)
- [Emergency manual](#)

Legislation

CHILDREN (DETENTION CENTRES) ACT 1987:

- S.4 OBJECTS OF THE ACT
- S.8A OFFICIAL VISITOR
- S.14 FUNCTIONS OF THE DIRECTOR GENERAL

CHILDREN (DETENTION CENTRES) REGULATION 2005:

- CL.4 GENERAL ROUTINES

- 3.2 ORIENTATION AND INDUCTION
- 8.1 SECURITY
- 8.2 SAFETY
- 8.3 EMERGENCIES

Change log

Date	Reason for change	Details of change
1 September 2009	All Juvenile Justice Centre Procedures have been changed to reflect the staffing restructure within Juvenile Justice Centres.	The position of Unit Coordinator has been deleted and replaced with Shift Supervisor or Assistant Unit Manager.